MANITOBA

SPEAKER OF THE LEGISLATIVE ASSEMBLY

WINNIPEG
R3C 0V8

To His Honour
George Johnson
Lieutenant-Governor of the Province of Manitoba

May It Please Your Honour:

I have the privilege of presenting for the information of Your Honour, the Annual Report of the Legislative Assembly Management Commission for the Fiscal Year ending March 31, 1986.

Respectfully Submitted,

Myrna A. Phillips
Speaker

CONTENTS

		Page
1.	Introduction	1
2.	Legislative Assembly Management Commission Employment Policies	2
3.	Constituency Allowance Rules	2
4.	List of New Citizens	2
5.	Supplementary Staffing/Funding For Office of the Ombudsman	2
6.	Translation of Journals and Compliance with Section 23 of the Manitoba Act	3
7.	Senior Officer Classification Review	4
8.	Division of Responsibilities between Management Commission and the Standing Committee on Rules of the House	5
9.	Mailing Privileges	6
10.	Hansard Services	6
11.	Financial Status Report	6
12.	Legislative Internship Programme	6
13.	Estimates	7
14.	Use of Legislative Building	7
15.	Financial Information	7

APPENDICES

1.	Auditor's Statement	9
2.	Minutes of Meetings	10

REPORT OF THE
LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION
FOR THE FISCAL YEAR ENDED MARCH 31, 1986

INTRODUCTION

This is the Third Annual Report to the Legislative Assembly of the Legislative Assembly Management Commission (The Commission), which was established in 1983. Composition of the Commission is: the Speaker as presiding officer, four MLAs are appointed by the government caucus and three are appointed by the caucus of the official opposition. The Clerk of the Legislative Assembly is the secretary of the Commission. During the 1985/86 fiscal year the Commission met on May 9, 1985; July 4, 1985; October 24, 1985; November 21, 1985; and December 19, 1985.

The LAMC Act assigns the following duties and responsibilities to the Commission:

- reviewing the estimates and staff establishments for those offices which report to the Legislative Assembly;
- overseeing the Legislative Assembly's financial activities;
- providing the required facilities and services to the Legislative Assembly;
- formulating policies respecting the administration of the Legislative Assembly; and
- maintaining proper security over the Legislative Assembly Chamber and offices.

The Commission may also advise upon and give directions respecting the efficient and effective operations and management of the Assembly.

Meetings are held in camera, but Members of the Assembly who are not members of the Commission, Officers of the Assembly and staff required to be present may attend.

This report provides an overview of the decisions and recommendations made by the Commission including suggested amendments to the Rules of the House. Minutes of the meetings reported on are appended.

LEGISLATIVE ASSEMBLY EMPLOYMENT POLICIES

The Commission approved amendments to the Employment Policies regarding the Base Rate of Pay for Assembly employees and additional vacation in line with the agreement between the MGEA and the Province of Manitoba.

CONSTITUENCY ALLOWANCE RULES

A variety of amendments to clarify the Consistency Allowance Rules, were made by the Commission. Members of the Assembly were provided after each Commission meeting with the details of changes made and with a set of updated Consistency Allowance Rules. A copy of the current Rules is available to Members from their caucus office or the Clerk's Office.

LIST OF NEW CITIZENS

In May, 1985 the Commission approved participation in the Secretary of State of Canada program whereby MLAs receive monthly lists of new Canadian citizens so that MLAs may send congratulatory letters with the understanding that the lists will be used exclusively for that purpose.

SUPPLEMENTARY STAFFING/FUNDING FOR OFFICE OF THE OMBUDSMAN

A presentation was made to the Commission by the Office of the Ombudsman requesting two additional Investigative Assistants and an Administrative Secretary; an additional $10,000 annually for operating costs; and non-recurring costs of $65,000 for furniture, equipment, moving and additional lease costs. This request was approved by the Commission.

TRANSLATION OF JOURNALS AND COMPLIANCE WITH SECTION 23 OF THE MANITOBA ACT

The Commission addressed in July, 1985, the question of compliance with the decision of the Supreme Court of Canada that all House documents must be prepared in both the English and French language. The Commission requested translation resources from the Department of the Attorney-General in order that as of June 13 the Journals of the Legislative Assembly be printed in both English and French.

The Clerk of the Legislative Assembly was requested to prepare a summary outlining the requirements, methodology and resources needed to produce the Votes and Proceedings and Journals in English and French; and also to consult with legal counsel as to what steps must be taken to fully comply with section 23 of the Manitoba Act.

In December, 1985 the Commission accepted legal advice provided by the Law Officer of the Legislative Assembly to the effect that the following documents be simultaneously produced in English and French on a daily basis:

- Votes and Proceedings;
- Order Paper and Notices;
- Notices of Motion and motions relating to Bills;
- Notices of Motion and motions not relating to Bills;
- Orders and Resolutions of the House;
- Orders for Return;
- Addresses for Papers;
- Responses to Addresses for Papers and Orders for Return;
- Written Questions;
- Answers to Written Questions;
- Lieutenant-Governor's Messages;
- Estimates Resolutions and Estimates Books;
- Notices of sittings of Standing and Special Committees to consider Bills;
- Reports of Standing and Special Committees;
- Reports of Committees of the Whole;
- Material re Private Acts; including Clerk's Notices, Reports by the Law Officer, Notices of Sittings of Committees, etc. and Private Bills themselves;
- Written Speaker's Rulings or Statements;

- Royal Assent documents; and
- such other documents as may from time to time be printed in their entirety in the Votes and Proceedings.

With reference to Addresses for Papers and Orders for Return, it was agreed that only the text which is to appear in the Votes and Proceedings would be produced in English and French.

In addition, the Commission agreed that the Speech from the Throne, the Members' Roll, the Journals of the House for 1985-86 and for all subsequent years or sessions would also be produced in English and French.

The Commission also agreed that the Rules, Orders and Forms of Proceeding of the Legislative Assembly of Manitoba would be re-enacted in English and French not later than the first session, 1988. By not later than December 31, 1986 all Rules made by the Legislative Assembly Management Commission, and any Rules still in effect which were made by the former Board of Internal Economy, would also be re-enacted in English and French.

All amendments to the Rules, Orders and Form of Proceeding of the Legislative Assembly would, the Commission agreed, be enacted in English and French and the 1985 Journals and those for subsequent years would be printed and published in English and French.

A "tumble" or back-to-back format would be used for the production in English and French of all Legislative Assembly documents and publications which must be produced in both languages, the Commission agreed, subject to the qualification that where such documents consist of one page only and the text is sufficiently brief for it to appear in both languages on one page this would be done.

SENIOR OFFICER CLASSIFICATION REVIEW

In July, 1985 the Commission agreed to request the Civil Service Commission to carry out a classification review for the Chief Electoral Officer, the Ombudsman and the Clerk of the Legislative Assembly to determine how their counterparts in other

jurisdictions are compensated; compare these three positions to Manitoba Civil Service senior officer positions in regard to duties and responsibilities; summarize the results of the internal and external comparisions and recommend the appropriate classification for each position. The Commissior also recommended that the position of Ombudsman be reclassified.

In November, 1985 the Clerk of the Legislative Assembly was requested to prepare a comprehensive background paper making recommendations respecting conditions of employment of the four senior officials who are directly responsible to the Assembly; conduct a comparative survey of these conditions in all other Canadian jurisdictions and report back to the Commission at its first meeting after the next general election.

DIVISION OF RESPONSIBILITIES BETWEEN MANAGEMENT COMMISSION AND THE STANDING COMMITTEE ON RULES OF THE HOUSE

In July, 1985 the Commission considered the matter of overlapping responsibilities which affect both the Commission and the Standing Committee on the Rules of the House.

The Commission agreed that those matters identified in section 6 of the Legislative Assembly Management Commission Act would henceforth be exclusive responsibilities of the Commission.

The Commission also agreed that henceforth, the Rules, Orders and Forms of Proceeding of the Legislative Assembly; the established practices and procedures of the Assembly; the maintenance of decorum and dignity in the Assembly Chamber and in the Committee Rooms; and, other matters directly affecting the conduct of the business of the Assembly and its Committees should be exclusive responsibilities of the Standing Committee on the Rules of the House.

The Commission also agreed that in future, when matters which it considers touch on the responsibilities of the Standing Committee on the Rules of the House, there should be consultation by the Commission with the Committee so that a mutually acceptable decision can be arrived at.

The Commission also agreed to provide the guidelines to the Rules Committee and request concurrence. On concurrence, the Commission agreed the guidelines would be circulated to all MLAs.

MAILING PRIVILEGES

Guidelines were adopted by the Commission respecting the types of material which Members of the Assembly may have prepared and mailed at the expense of the Assembly, particularly distinguishing between non-partisan and party mailings. The Commission also asked that a means by which to monitor constituency mail volume be identified and a report on volumes of constituency mail by the caucus offices, the Ministers' offices and the Office of the Official Opposition be prepared and provided to the Commission.

HANSARD SERVICES

Approval was given in October, 1985 for a Hansard reorganization, the establishment of a Hansard work area separate from the Word Processing Centre, the purchase of four workstations, a staff reduction and adjustments to hours of work.

FINANCIAL STATUS REPORT

In October, 1985 the Commission was advised that additional funds would be required to correct over-expenditures in certain Assembly offices, and that additional funds would be included in the base year estimate figure for the next fiscal year.

LEGISLATIVE INTERNSHIP PROGRAMME

The Commission approved Employment Policies for the Legislative Interns and also the provision of two separate offices in the Legislative Building for government and opposition interns respectively.

ESTIMATES

In November, 1985 the Commission reviewed and approved for submission to the Minister of Finance the estimates for the offices reporting to the Legislative Assembly for the fiscal year 1986/87. These estimates provided for expenditures for the Assembly and its offices, the Provincial Auditor's Office, the Chief Electoral Officer's Office and the Ombudsman's Office and amounted in total to $7,947,300.

USE OF LEGISLATIVE BUILDING

The following recommendations were adopted by the Commission in November, 1985:

1. That the Legislative Assembly Management Commission agree that Manitoba Government Services should develop a conceptual long-term development plan for use of the Legislative Building including, but not limited to:

    a) recommendations of who should occupy the Legislative Building

    b) recommendations of flexible space structuring that would meet the needs of the Legislative Building

    c) development of a series of strategic development concepts.

2. That the Minister of Manitoba Government Services bring forward recommendations for consultation with the Legislative Assembly Management Commission as soon as possible.

FINANCIAL INFORMATION

During 1985/86 each Member of the Legislative Assembly received an indemnity of $23,248.16 and an expense allowance of $11,624.08 in accordance with provisions of Section 59 of The Legislative Assembly Act. The Speaker received a combined additional indemnity and annual allowance of $14,963.37, while the Deputy Speaker received an additional indemnity of $3,378.96; the Opposition Whip, the Government

Whip and the House Leader of the Official Opposition each received an additional indemnity of $2,413.36; the Deputy Chairman of Committees of the Whole House received an additional indemnity of $2,413.36; and the Leader of the Official Opposition's salary was $18,111.60.

The net revenue derived from fees during the fiscal year covered by this report for petitions for Private Bills, from subscriptions to Bills, to Votes and Proceedings and to Hansard, and from the sale of individual Bills amounted to $35,893.12.

The various allowances and privileges specifically provided for in the Legislative Assembly Act totalled:

Constituency Allowance	$137,628.82
Living Allowance	107,120.00
Committee Allowance	1,512.12
Mileage Allowance	58,977.40
Members' Printing Privilege	38,253.74
Special Supplies and Operating Allowance	28,500.00
	$371,992.08

Salaries of regular and temporary support staff for this period amounted to $624,867.07, while supplies and expenses (including stationery for Members, caucus rooms, committee rooms, etc.) amounted to $301,398.07.

Charges for Legislative Printing and Binding were:

Journals	$4,508.12
Votes and Proceedings	17,000.34
Orders of the Day	1,615.93
Private and Public Bills	44,789.38
	$67,913.77

Salaries paid for Hansard Services, including Recording Equipment Operators, were $148,551.66 and the cost of supplies, expenses and printing of Hansard amounted to $123,061.51, making a total operational cost for this function of $271,613.17.

Manitoba

Office of the Provincial Auditor

905-386 Broadway
Winnipeg, Manitoba, CANADA
R3C 3R6

March 12, 1987.

Honourable Myrna Phillips,
Speaker,
Legislative Assembly Management Commission,
Room 244,
Legislative Building.

Dear Madam:

Re: Legislative Assembly Management Commission

In accordance wth the requirements of subsection 3 of section 12 of The Provincial Auditor's Act, I report that we have conducted an audit of the above-mentioned Commission for the year ended March 31, 1986 and for the year ending March 31, 1987. There were no matters noted which warrant your attention.

I would like to express our appreciation and thanks for the assistance provided to us.

Should you have any matters you wish to discuss with me, I would be pleased to do so at your convenience.

Yours very truly,

F. H. Jackson, C.A.,
Provincial Auditor.

JKB/mf

RECEIVED
MAR 16 1987
SPEAKER'S OFFICE

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a Meeting Held at
10:00 a.m. on May 9, 1985
Room 254, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Messrs. Banman, Blake, Driedger, Fox, Ms. Phillips and Hon. Mr. Plohman.

ALSO PRESENT: Miss Bosiak, Messrs. Bryans, Earle, Kovnats and Remnant.

The Chairman called the meeting to order at 10:10 a.m.

The following points were made and conclusions reached at the meeting.

1. Adoption of Agenda

THAT Legislative Internship Program be added to the agenda as item 2A, and

THAT the agenda as amended be adopted, and

THAT items 13 and 16 be dealt with after item 2A.

2. Adoption of Minutes

THAT the minutes of March 28, 1985 be adopted as presented.

2A. Legislative Internship Program

THAT the matter of selection of interns be referred back to the Administration Committee for the Legislative Internship Program and that a report be made to the next meeting of the LAMC.

3. Amendments to Employment Policies regarding Base Pay and Additional Vacation

THAT the LAMC Employment Policies be amended to reflect any required changes in the base rate of pay to maintain consistency with the pay scales agreed to on April 10, 1985 between the MGEA and the Government of Manitoba and with the pay scales for excluded staff passed by Order-in-Council dated April 10, 1985.

THAT the LAMC Employment Policies be amended to reflect the addition of one week vacation of 1985/86 earned on a pro-rated basis of 5/12 of a day for each complete month worked in 1984/85 as per the agreement of April 10, 1985 between the MGEA and the Province and set out in the regulations governing excluded staff passed April 10, 1985.

4. Supplementary Staffing/Funding - Office of the Ombudsman

THAT a decision on this item be deferred until the next meeting, and

THAT the Ombudsman provide for that meeting information on the growth over the past ten years in number of staff and caseload, the growth in the per staff caseload, and a comparison in per staff case load between Manitoba and other provinces.

5. Constituency Allowance Rules

THAT Rule 1 be amended by deleting "and" at the end of sub-rule (b); that a semi-colon be substituted for the period and that "and" be added at the end of sub-rule (c); that new sub-rule (d) be added: "shall not be used to reimburse Members for expenses incurred during an election period, except those expenses of an on-going nature (such as the rental of an office, utilities, janitorial services and maintenance costs for that office and telephone rental charges)."

THAT present sub-rule 2(w) be repealed and the following substituted therefore: "Rental and installation charges for a business telephone, including Zenith telephone service, installed in a Member's office or place of residence and charges for extra directory listings; and"

THAT the figure 1 be added immediately after sub-rule 2(1) and that the following footnote be added on page 2 of the Rules:

"1. Printing expenses provided for under the Constituency Allowance Rules are in addition to the printing of 'householder mailing provided for by sub-section 66.4(3) of the Legislative Assembly Act."

THAT the figure 2 be added immediately after sub-rule 2(w) and that the following footnote be added on page 3 of the Rules:

"2. Long distance telephone toll charges should not be charged against the constituency allowance. Members should use their telephone calling cards for these expenses which are charged against the Member's caucus office (or in the case of Independent Members, their legislative office)."

6. Word Processing Equipment for Office of Leader of the Official Opposition

THAT a staff member from the Information Management Division of the Department of Finance be asked to conduct on a priority basis a needs assessment study on word processing equipment for the office of the Leader of the Official Opposition, and

THAT such a report be presented to the LAMC.

7. List of New Citizens

THAT the Secretary of State be informed that Manitoba wishes to receive monthly lists of persons who have been granted Canadian citizenship for the purpose of enabling interested MLAs to send congratulatory letters to new Canadians in their constituencies, and that lists provided will be used solely for that purpose.

The meeting adjourned at 12:32 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a Meeting Held at
10:00 a.m. on July 4, 1985
Room 254, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Mr. Banman, Mr. Blake, Mr. Driedger, Mr. Fox, Ms. Phillips and Hon. Mr. Plohman.

ALSO PRESENT: Miss Bosiak, Messrs. Bryans, Remnant, and Tuckett.

The Chairman called the meeting to order at 10:08 a.m.

The following points were made and conclusions reached at the meeting.

1. Adoption of Agenda

THAT the agenda be adopted, and

THAT items 15, 11 and 9 be dealt with after item 2.

2. Adoption of Minutes

THAT the minutes of the meeting of May 9, 1985 be adopted as presented.

3. Supplementary Staffing/Funding - Office of the Ombudsman

THAT the proposal outlined in background paper #24-85 respecting additional staff and funding for the Office of the Ombudsman be approved; that is, two additional Investigative Assistants and one Administrative Secretary; plus additional funding for operating costs (estimated at $10,000 per year); plus non-recurring costs for furniture, moving, signs, additional lease cost and additional office equipment (estimated at $65,000).

4. **Translation of Journals**

THAT the LAMC immediately request translation resources from the Department of the Attorney-General in order that as of June 13 the Journals of the Legislative Assembly be printed in both English and French.

THAT the Clerk prepare for the next meeting of the LAMC a background paper outlining the requirements, methodology and resources needed to achieve the production of English and French Votes and Proceedings and Journals, commencing with the next session of the Legislature.

THAT the Clerk ascertain in consultation with legal counsel what steps must be taken to comply fully with s. 23 of The Manitoba Act (i.e. what constitutes records of the House) and that the Clerk determine whether French and English Votes and Proceedings must be produced daily.

5. **Word Processing Equipment for Office of Leader of the Official Opposition**

THAT the House Leaders in consultation with the Speaker arrange for a special meeting of the LAMC to be held within the next two weeks to deal exclusively with this agenda item.

6. **Senior Officer Classificaton Review**

THAT the Civil Service Commission be requested to carry out a wage survey for each of the Chief Electoral Officer, the Ombudsman and the Clerk of the Legislative Assembly to determine how their counterparts in other jurisdictions are compensated.

THAT these three positions be compared by the Civil Service Commission to Manitoba Civil Service senior officer positions in regard to duties and responsibilities.

THAT the Civil Service Commission summarize the results of the internal and external comparisons and recommend to the Legislative Assembly Management Commission the appropriate classification for each position.

THAT, as an interim measure, the Ombudsman be reclassified from Senior Officer 3 to Senior Officer 5, step 1.

7. Constituency Allowance Rules

THAT Rule 3 be amended by adding the sentence: "A Member's constitutency office shall not be used as a campaign headquarters."

8. Office Space for Opposition Caucus Staff and for Legislative Interns

THAT Rooms 23 and 26 be allocated for the Legislative Internship Program.

THAT the item of Office Space for Legislative Interns be removed from the agenda.

9. Disability Insurance Coverage for Hansard Employees

THAT this item be removed from the agenda and that it be considered in connection with the agenda item - Hansard Re-organization.

10. Division of Responsibilities between Management Commission and Rules Committee

THAT the guidelines set out in background paper #14-85 be adopted. These guidelines are:

Exclusive Responsibilities of the Management Commission

(i) the financial management of the Legislature;

(ii) the review of estimates of expenditure and staff establishments for the offices of the Legislative Assembly, the Chief Electoral Officer, the Ombudsman and the Provincial Auditor;

(iii) the provision, in cooperation with the Government, of the facilities and services required by the Legislative Assembly;

(iv) the formulation of administrative policies respecting the operation of the offices of the Legislative Assembly and for the administration of the Legislative Assembly Act and Legislative Assembly Management Commission Act;

(v) the maintenance, subject to the administrative authority of the Government department responsible for such security, of a proper system of security for the Chamber and the Assembly offices; and

(vi) the provision of advice and direction respecting the efficient and effective operations and management of the Legislative Assembly.

Exclusive Responsibilities of the Standing Committee on the Rules of the House

(i) the Rules, Orders and Forms of Proceeding of the Legislative Assembly of Manitoba;

(ii) the established practices and customary modes of proceeding in debate or in the conduct of legislative business;

(iii) the maintenance of satisfactory decorum and dignity in the Assembly Chamber and in the Committee rooms; and

(iv) such other matters as may directly affect the conduct of the business of the Legislative Assembly and its Committees.

When matters which the Management Commission considers touch on the responsibilities of the Standing Committee on the Rules of the House, there should be consultation by the Commission with the Committee so that a mutually acceptable decision can be arrived at.

THAT these guidelines be provided to the Rules Committee and the committee's concurrence be requested. If concurrence is granted, these guidelines are to be circulated to all MLAs.

THAT this item be removed from the agenda.

11. Guidelines respecting Members' Mailing Privileges

THAT the guidelines set out in background paper #34-84 be adopted. These guidelines are:

1. A Member of the Legislative Assembly may at the expense of the Government mail such letters as he or she considers necessary to the conduct of his or her duties.

2. A Member may also, pursuant to s. 66.4 (1) of the Legislative Assembly Act and at the expense of the Government, make use of one householder mailing in respect of each session of the Legislative Assembly.

3. These privileges are provided for a Member's use in respect of his or her duties as a Member of the Legislative Assembly, but not in respect of his or her duties as a Member of a political party.

4. Without limiting the generality of the above, a Member shall not use his or her mailing privileges:

   - to solicit donations to a political party;
   - to promote the sale of memberships in a political party or attendance at political party functions.

THAT these guidelines be sent to all MLAs.

THAT this item be removed from the agenda and a new agenda item be added - Members' Mailing Costs.

THAT a background paper be prepared for the next meeting including:

- mailing costs and costs to administer mailing cost controls in provinces where such controls are in place;

- extent of control over Ministers' Offices and office of the Leader of the Official Opposition in such jurisdictions;

- percentage of anticipated over-run on 1985/86 expenditures of caucuses attributable to increased volume of mail;

- trend in mailing costs from caucus offices over past few years.

The meeting adjourned at 12:30 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a Meeting Held at
10:00 a.m. on October 24, 1985
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Mr. Banman, Mr. Blake, Mr. Driedger, Ms. Phillips, Hon. Mr. Plohman and Mr. Scott.

ALSO PRESENT: Mr. Balasko, Miss Bosiak, Messrs. Bryans and Earle, Ms. Friesen, Messrs. Jackson, Remnant, Singleton and Willis.

The Chairman called the meeting to order at 10:12 a.m. and reported he had been advised that Mr. Scott would replace Mr. Fox as a Commission member.

The following points were made and conclusions reached at the meeting.

1. Adoption of Agenda

THAT the agenda be adopted, and

THAT items 7, 14, 15, 16 and 12 be dealt with after item 2.

2. Adoption of Minutes

THAT the minutes of the meeting of July 4, 1985 be adopted as presented.

3. Hansard Re-organization

THAT four workstations for Hansard be immediately acquired from the Department of Finance, and that funds for the purchase be drawn from the current fiscal year;

THAT the number of Hansard supervisors, proofreaders and transcribers be reduced to 12;

THAT the Hansard Branch's hours of operation be changed to: 5:00 p.m. to 11:45 p.m. for transcribers and 7:00 p.m. to 1:45 a.m. for proofreaders, and that the Employment Policies be amended to reflect these new hours of work; and

THAT the re-organization be adopted on a permanent basis.

4. Financial Status Report

The Director of Administration reported that it is projected the budgets for both caucus offices and for Legislative printing and binding will be over-expended and that additional funds had been included in the base year estimate figures for fiscal year 1986/87 to correct these over-runs. The budgets of Ombudsman's Office and Chief Electoral Officer's Office are also projected to be over-expended.

5. 1986/87 Estimate Submission for Department of Legislation

The Commission reviewed the 1986/87 estimates package including adjustments to the base year, "trade-offs" or reductions and new initiatives, but deferred decisions on the final estimate submission until the next meeting.

THAT staff provide for the next meeting information on telephone costs for Members including:

- the increase in costs since the introduction of the use of telephone credit (calling) cards;

- whether there are controls in place in other jurisdictions in Canada on Members' telephone costs, and if so, how these are policed;

- whether Manitoba's telephone costs for Members are comparable to other similarly sized jurisdictions.

THAT the Internship Program be re-examined during next year's estimate process in terms of the length of the program and of the number of participants.

THAT staff provide for the next meeting the dollar amounts spent for the past three years for sick leave and vacation replacements for the caucus offices and the Leader of the Official Opposition's office.

THAT the agenda item on Members' Mailing Costs be dealt with at the next meeting prior to consideration of the 1986/87 estimates for the Department of Legislation.

6. Employment Policies for Legislative Interns

THAT the Employment Policies for Legislative Interns as set out in Background Paper 30-85 be approved.

7. Senior Officer Classification Review

THAT consideration of this item be deferred until the next meeting.

8. Proposed Constituency Allowance Rules - Use of Constituency Office

THAT an appropriate amendment to the constituency allowance rules be drafted to clarify that a Member's constituency office may not be converted into a campaign headquarters.

Two dates were suggested for the next Commission meeting: November 14 or 21; the Clerk's Office is to contact members to determine the most suitable date.

The meeting adjourned at 12:45 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a Meeting Held at
10:00 a.m. on November 21, 1985
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Mr. Banman, Mr. Blake, Mr. Driedger, Mr. Fox, Hon. Mr. Harapiak and Ms. Phillips.

ALSO PRESENT: Mr. Bryans, Miss Manikel and Mr. Remnant.

The Chairman called the meeting to order at 10:08 a.m. and reported that Hon. Mr. Harapiak would replace Hon. Mr. Plohman and Mr. Fox would replace Mr. Scott as Commission members.

The following points were made and conclusions reached:

1. Adoption of Agenda

THAT the agenda be adopted; and

THAT after item 2, items 11, 6, 12, 10 and 13 be dealt with in that order.

2. Adoption of Minutes

THAT the minutes of the meeting of October 24, 1985 be adopted as presented.

3. Members' Mailing Costs

THAT means by which to monitor constituency mail volumes be discussed with the Department of Government Services; and

THAT the most suitable method that can be identified, be put into operation; and

THAT a report on the volumes of constituency mail being processed by the caucus offices, the Ministers' offices and the Office of the Leader of the Official Opposition be prepared and provided to the Commission; and

THAT this item be considered further when this report is received.

4. Translation of Journals and Compliance with Section 23 of the Manitoba Act

THAT Rule 94 of the Rules of the House and such other Rules as may be affected by these proposals be referred at an appropriate future date to the Standing Committee on the Rules of the House; and

THAT the consideration of this item be deferred until the next Commission meeting.

5. 1986/87 Estimate Submission for Department of Legislation

THAT any funding required for compliance with Section 23 of the Manitoba Act (Item 6) be obtained through Special Warrant or Supplementary Supply; and

THAT the adjustments to the base year figures as set out in Background Paper #29-85, 1986/87 Estimates Submission for Department of Legislation, be approved; and

THAT the estimate trade offs proposed in Background Paper #29-85, 1986/87 Estimate Submission for Department of Legislation be rejected; and

THAT the inclusion of the following new initiative proposals in the 1986/87 Main Estimates Submission be approved:

01-4D-02	-	Speaker's Office - Hosting of 1987 Presiding Officers' Conference	10.0
01-4D-03	-	Government Caucus Office - Additional word processing equipment	17.5

01-4D-04	-	Opposition Caucus Office - Additional word processing equipment	12.1

6. Senior Officer Classification Review

THAT the Clerk of the Legislative Assembly prepare for consideration by the Commission at its first meeting after the next general election a comprehensive background paper making recommendations respecting the conditions of employment (including status, classification, benefits, tenure, selection, appointment and termination) of the four senior officials who are directly responsible to the Assembly and providing the results of a comparative survey of these conditions in all other Canadian jurisdictions.

7. Support for Initiating a Long Term Conceptual Development Plan for Usage of Manitoba Legislative Building

THAT the recommendations outlined in Background Paper #32-85, support for Initiating a Long Term Conceptual Development Plan for Usage of Manitoba Legislative Building, be approved.

8. Proposed Constituency Allowance Rules - Use of Constituency Office

THAT the proposed Constituency Allowance Rules' amendments contained in Background Paper #35-85, Constituency Allowance Rules - Use of Constituency Office, be approved.

9. Amendments to Employment Policies

THAT the amendments to Employment Policies proposed by Background Paper #36-85, Amendment to Employment Policies, be approved.

10. Responsibility for Rental Charges on Constituency Offices Following Polling Day

THAT the Constituency Allowance Rules amendments recommended by Background Paper #38-85, Responsibility for Rental Charges on Constituency Offices Following Polling Day, be prepared for consideration by the Commission at its next meeting.

11. Office Space for Opposition Caucus Staff

THAT further consideration of this item be deferred until the report of the Department of Government Services on the Long Term Development Plan for the Usage of the Manitoba Legislative Building (Item 13) is received by the Commission.

December 19, 1985 was selected as the tentative date for the next meeting subject to confirmation by a telephone canvas of all members.

The meeting adjourned at 12:22 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a Meeting Held at
10:00 a.m. on December 19, 1985
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Mr. Banman, Mr. Blake, Mr. Driedger, Mr. Fox, Ms. Phillips and Hon. Mr. Plohman.

ALSO PRESENT: Miss Bosiak, Mr. Bryans, Mr. Downey, Mr. Moylan, and Mr. Remnant.

The Chairman called the meeting to order at 10:08 a.m. and reported that Hon. Mr. Plohman would replace Hon. Mr. Harapiak.

The following points were made and conclusions reached:

1. Adoption of Agenda

THAT the agenda be adopted; and

THAT after item 2, items 11, 6, and 3 be dealt with in that order.

2. Adoption of Minutes

THAT the minutes of the meeting of November 21, 1985 be adopted as presented.

3. Consideration of Proposals Respecting Translation of Journals and Compliance with Section 23 of The Manitoba Act

(i) THAT the legal advice provided by the Law Officer of the Legislative Assembly be accepted and the following documents be simultaneously produced in English and French on a daily basis:

A. Materials to be produced in English and French primarily for compliance with Section 23:

- Journals
- Votes and Proceedings
- Speech from the Throne
- Orders and Resolutions of the House
- Orders for Return
- Addresses for Papers
- Written Questions
- Responses to Addresses for Papers and Orders for Returns
- Reports of Standing and Special Committees
- Written Speaker's Rulings or Statements
- Written notices of motions and motions

B. Materials to be produced in English and French primarily because they form part of the enacting process:

- Order Paper and Notices
- Notices of Motion and Motions relating to Bills
- Lieutenant-Governor's Messages
- Notices of sittings of Standing and Special Committees to consider Bills
- Reports of Committee of the Whole
- Material re Private Acts, including - Petitions, Clerk's Notices, Petitioner's Notices, Statutory Declarations in Proof of Publication, Reports by the Law Officer, Notices of Sittings of Committees, etc. and the Private Bills themselves
- Royal Assent documents
- Estimates Resolutions and Estimates Books

C. Materials whose production in English and French would facilitate the production of subsequent materials required to be produced in English and French:

- Speech from the Throne
- Notices of Motion and Motions not relating to Bills
- Answers to written questions
- Such other documents as may from time to time be printed in their entirety in the Votes and Proceedings.

(ii) THAT the legal advice provided by the Law Officer of the Legislative Assembly be accepted and that neither Hansard nor tabled documents be produced in English and French.

(iii) THAT a decision on the matter of production in English and French of Annual Reports be deferred to the next meeting of the LAMC.

(iv) THAT the legal advice provided by the Law Officer of the Legislative Assembly be accepted and that the Rules of the Legislative Assembly, the Rules made by the LAMC and any Rules still in effect which were made by the Board of Internal Economy be re-enacted in English and French, and that the Members' Roll be produced in English and French.

(v) THAT the 1985 Journals and those for subsequent years be printed and published in English and French.

(vi) THAT a "tumble" or back-to-back format be used for the production in English and French of all Legislative Assembly documents and publications which must be produced in both languages, subject to the qualification that where such documents consist of one page only and the text is sufficiently brief for it to appear in both languages on one page this will be done.

(vii) THAT in respect to staffing:

(a) 2 SYs be allocated to the Office of the Clerk of the Legislative Assembly to permit the permanent full-time employment of a French translator and an English/French typist;

(b) the translator and English/French typist on completion of their post-sessional duties and prior to the commencement of their pre-sessional duties be seconded to the Translation Services Branch of the Department of Culture, Heritage and Recreation to undertake French translation and transcription duties for government departments, subject to the reservation that essential duties for the Legislative Assembly as defined by the Legislative Assembly will at all times take priority over all other assignments; and

(c) an arrangement be entered into with the government whereby the provision of back-up staff would be guaranteed if either position becomes vacant, absences occur due to illness or other causes or unusually heavy work volumes are encountered.

(viii) THAT the Department of Government Services be requested immediately to identify and allocate to the Office of the Clerk sufficient space on the 2nd floor of the Legislative Building, if possible, to house the required additional staff and equipment.

(ix) THAT in respect to finished material to be provided to the Legislative Assembly by outside sources, Government departments or agencies which prepare papers* (including main and supplementary estimate books and responses to Addresses for Papers and Orders for Return), answers to written questions, any other documents proposed to be quoted in their entirety in the Votes and Proceedings, and Lieutenant-Governor's Messages shall be required to provide such material in English and French.

*Note: The matter of production of Annual Reports was held over until the next meeting.

(x) THAT the matter of individuals or agencies providing in English and French the required documentation relating to Private Bills (i.e. petitions, Clerk's Notices, Petitioner's Notices, Statutory Declarations in Proof of Publication, Reports by the Law Officer, Notices of Committee Sittings, etc.), be referred to the Standing Committee on the Rules of the House with a view to examining the fee charged for private bills and determining whether that fee should be adjusted to reflect translation costs for the required documentation.

(xi) THAT persons presenting written submissions prepared in one language only to Standing or Special Committees and wishing to have such submissions translated be responsible to make their own arrangements for any translation.

(xii) The Commission acknowledged that the following practices would have to be implemented as soon as the Assembly is again in session:

(a) notices of motion be required to be filed with the Clerk's Office not later than 5:30 p.m. on the 2nd day prior to the day of which they will appear in the Order Paper and Notices; and

(b) Reports of Standing and Special Committees not be presented to the Legislative Assembly until the day following the conclusion of the last sitting on which it is proposed to report to the Assembly, and that in the case of Thursday sittings, reports be presented to the Legislative Assembly on the following Monday; and

THAT this matter be referred to the Standing Committee on the Rules of the House at the earliest opportunity.

(xiii) THAT the Standing Committee on the Rules of the House be requested to examine such Rule changes as may be required to:

(a) permanently adopt the proposals reflected in items (x), (xi), and (xii); and

(b) incorporate requirements for the production of various documents and publications in English and French.

(xiv) THAT:

(a) effective on the date when the current session of the Legislative Assembly is reconvened or when the next session is convened the simultaneous production on a daily basis in English and French of Legislative Assembly documents be commenced;

(b) henceforth all amendments to the Rules, Orders and Forms of Proceeding be simultaneously enacted in English and French;

(c) prior to the next general election, the Members' Roll be prepared in English and French;

(d) not later than the first session in 1988, the Rules, Orders and Forms of Proceeding of the Legislative Assembly be reenacted in English and French; and

(e) not later than December 31, 1986 all Rules made by The Legislative Assembly Management Commission and any Rules still in effect which were made by the former Board of Internal Economy, be reenacted in English and French.

(xv) THAT approval be granted for the enrollment of the appropriate staff members in the most suitable type of French language training programs to enable employees to acquire at the earliest opportunity a working knowledge of French appropriate to the performance of their responsibilities.

(xvi) THAT the existing Legislative Assembly practices with respect to the provision of simultaneous interpretation services and the translation of documents presented by witnesses to Committees of the House be continued unchanged.

(xvii) THAT the printer be required to deliver the finished Votes and Proceedings to the office of the Clerk of the Legislative Assembly at 2:30 p.m. daily and that they be distributed immediately thereafter in the House; and

THAT a "draft" Votes and Proceedings be compiled by the Clerk's Office and distributed prior to each day's sitting of the Assembly to the Speaker, the Premier, the Leader of the Official Opposition and the Government and Opposition House Leaders.

(xviii) THAT the following figures for anticipated funds required to implement Legislative Assembly compliance with Section 23 of The Manitoba Act be incorporated into the 1986-7 estimates package; and

THAT no additional funding for legislative printing and binding be requested at this time and that if subsequently required additonal funding be obtained by special warrant or supplementary supply as appropriate.

Staff Salaries

Translator - Translator II -	$30,000	
Typist - AYII -	17,000	
Total		$47,000

Office Relocation/Renovations

To provide for anticipated costs of setting up/repairing/renovating office space for translator and typist	$ 2,000

Office furniture and Equipment

Office furniture for 2 positions including desks, chairs, book shelf, file cabinet, work table, etc.	$5,000

Stand-alone word processing unit including printing and furniture	$25,000	
Total		$30,000
Office Operating Expenses		
Office stationery and supplies	$1,500	
minor office equipment	$500	
telephone installation, operation and long distance service	$1,000	
Reference materials, miscellaneous	$1,500	
Total		$4,500
Language Training		
To provide intensive language training for up to 3 staff members		$3,000
TOTAL FUNDING REQUIRED		$86,500

(xix) THAT the Speaker contact the House of Commons (Ottawa) and Quebec National Assembly to determine how they deal with amendments which are proposed at committee meetings and which are presented in one language only.

4. Approval of Amendments to Constituency Allowance Rules Respecting Constituency Office Rental Charges Following Polling Day

THAT paragraph 1(c) of the Constituency Allowance Rules be amended by deleting "and" at the end of the paragraph.

THAT paragraph 1(d) be amended by adding "and" at the end of the said paragraph.

THAT Rule 1 be amended by adding thereto immediately after paragraph (d) the following new paragraph:

"(d) shall not be used to reimburse a former Member for rental or other expenditures incurred with respect to a constituency office relating to any period after the last day of the month following the month in which the former Member ceases to be a Member, or in which the former Member fails to be re-elected, as the case may be."

The meeting adjourned at 12:27 p.m.